

# Notification for Lease Extension Request

Date: [Insert Date]

Recipient Name: [Insert Recipient Name]

Address: [Insert Recipient Address]

Dear [Recipient Name],

This letter serves as a formal notification regarding my request for an extension of the lease agreement for the property located at [Insert Property Address]. My current lease is set to expire on [Insert Lease Expiration Date].

Due to [reason for extension, e.g., personal circumstances or market conditions], I would like to request an extension of the lease for an additional [Insert Duration, e.g., 6 months]. I believe this extension would be mutually beneficial.

I kindly ask for your consideration of this request and look forward to your response. Please feel free to contact me at [Insert Phone Number] or [Insert Email Address] if you have any questions or require further information.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Address]

[Your Phone Number]

[Your Email Address]